

Annual Report 2013

The Clark County Law Library strives to provide access to legal information to all patrons who come through the door. The Library offers personal, professional assistance with no strings attached. Our mission is to ensure that the Clark County Law Library provides a community resource for access to justice for people of any age, income, or educational level.

The Clark County Law Library Board of Trustees presents this 2013 Annual Report, as required by RCW 27.24. This Report is based on information supplied by Maria Sosnowski, Law Librarian. This Annual Report covers the period from January 1, 2013 through December 31, 2013.

Comments are welcome. Please feel free to contact Law Librarian Maria Sosnowski, or board members Rachel Brooks (Co-Chair), Meridee Pabst (Co-Chair), Judges John Nichols and David Gregerson, and Commissioner Tom Mielke.

Highlights of the Year

- Completed major reorganization of materials, resulting in discard of POF 1st, CJS, ALR 1st, USCCAN, all regional reporters except Pacific, and old digests. This created a more functional arrangement with materials that are no longer on the highest shelves and arranged more logically.
- Added as one of the expert resources for QuestionPoint, which allows the Ft. Vancouver Regional Library System to refer legal questions to us that were emailed or called in to them.
- Purchased 4 new ADA-compliant tables to replace those that were becoming unsafe.
- Donations of money or materials by Longview Fiber, the Volunteer Lawyers Program, Brian Leahy, Mary Anne Royle, and Jim Wooden.

The Library

The Clark County Law Library is created by RCW 27.24. The Library is a unique entity, created by state statute but located in the county. We are governed by a five-member board of trustees, and the bulk of our revenue comes from our statutory share of filing fees. While we are considered a service of Clark County, we are not a county department. Use of the law library is available at no cost to the public during our open hours.

Our Patrons

The general public is the largest user group in the Law Library, and they asked 82% of the reference questions during the year. Paralegal students from Clark College and Everest College use the Library to learn legal research.

The Library also serves 10 Superior Court judges, 6 District Court judges, a magistrate, 4 court commissioners, 500 or more Clark County attorneys as well as attorneys from other counties and Oregon. We provide reference services to inmates in the Clark County Jail and interlibrary loan services to other libraries on an as-needed basis. In addition, the Law Library provides collection maintenance services to the Jail Law Library pursuant to an interlocal agreement with the Sheriff's Department.

Library Statistics

Currently, 27 items are on the missing materials list. This does not include missing books that have been replaced, or outdated items that would have been discarded due to age.

Materials Count

Approximate volumes at beginning of year	16497
Number of volumes added	925
Number of volumes discarded	611
Total approximate volumes	16811
Number on missing list	27

Circulation

Items checked out	665
Inter-Library Loans received	16
Inter-Library Loans sent	5
Total items circulating	686

Books and Print Materials

The law library maintains an extensive collection of Washington materials, including Continuing Legal Education materials from a variety of publishers, Washington State Bar Association Deskbooks, Jury Verdicts Northwest, Washington Practice, and Supreme Court briefs.

We also purchase a number of reporters, treatises, and practice manuals. Given the rising prices of materials, not all of our sets are kept current. Some are maintained on a rotating basis, and some are not maintained. However, we do keep all Washington materials current.

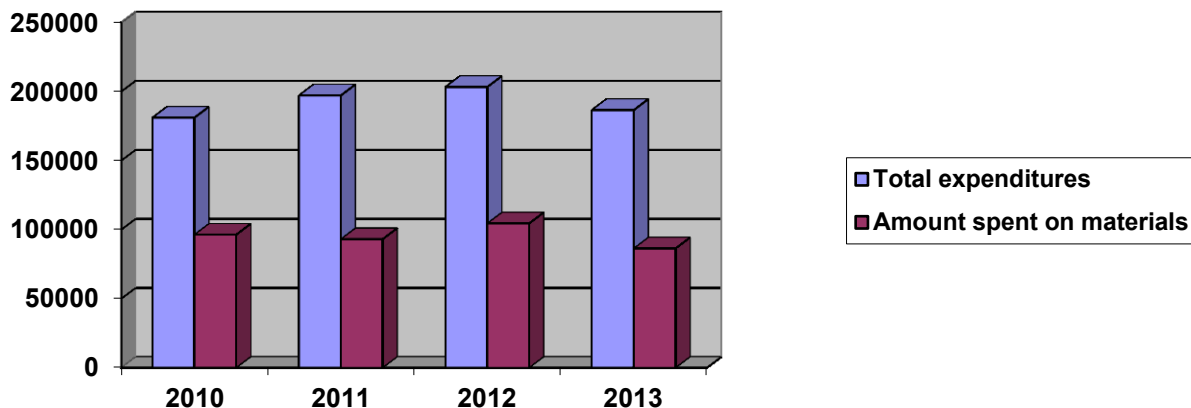
Longview Fiber closed their law library and offered us materials. Susan Arney from the VLP drove her truck there and loaded a number of materials, and allowed the law library to select what we wanted. Due to their donations, we added these titles to the collection:

- Hawkland UCC
- Law of Easements and Licenses in Land
- Real Estate Law Digest, 4e
- Warren's Forms of Agreements Desk Edition (business forms)

This year we concluded the assessment of the collection that we began last year, which resulted in the discard of approximately 6,000 volumes, and arranged the rest of the materials to make them easier to access. We discarded sets that took up a lot of space but were not receiving proportionate use, such as the regional reporters. That freed up enough room in our tight shelving to arrange the collection in a way that better respects jurisdiction and opens the collection for easier use by patrons.

This year 46% of our expenditures were on materials, which includes both computer databases and print materials. Figure 1 shows the relationship between the amount spent on materials and our total expenditures.

Figure 1: Total Revenue and Amount Spent on Materials 2010 - 2013



Electronic Resources

The Westlaw subscription includes cases and statutes for all states and federal circuits, an extensive Washington database, and some secondary materials. We added WestlawNext, which allows people to start a search in a Google-like fashion without selecting databases first, and without knowing Boolean search logic. We had 6,102 transactions conducted in Westlaw during the year, an 11% increase from last year.

We also continue to offer Shepard's, a Lexis product, as an online subscription. This contract is the same from year to year and offers national Shepard's service with a case citation.

We did not renew our Gale legal forms subscription, as use was less than expected and the quality of the forms was variable.

The Library offers printing from the computers at 25 cents per page. This allows patrons to print materials they find on free websites as well as our paid subscription websites. Some of that material is not available in print in the Library. WestlawNext also allows up to 25 items to be emailed each day.

Use of the Library

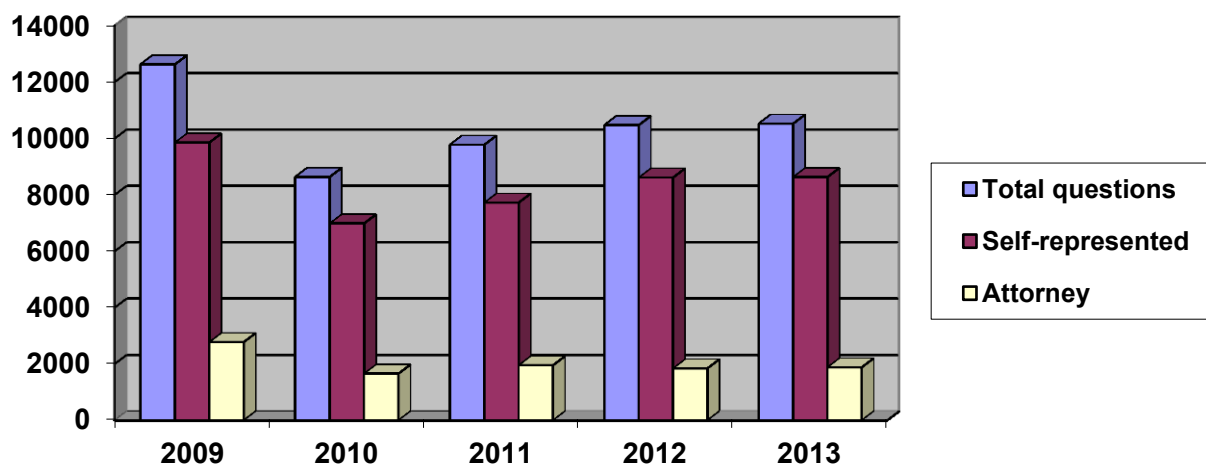
A. Number of people through the door

This year we had 17,295 people through the door, including 14,684 during open hours and 2,611 during closed hours. (Attorneys with keycards can enter during closed hours) This was nearly identical to the 17,254 we had last year.

B. Reference questions

The Library answered 10,523 reference questions during 2013. Of the total questions, 82% came from self-represented patrons (non-attorneys) with the remaining 18% coming from attorneys. This is a slight increase in questions from self-represented patrons.

Figure 2: Reference Questions 2009 – 2013 by Attorneys and Self-represented Patrons



C. Circulation

Non-reserve books may be checked out on the honor system by judges, lawyers, and county officials. During 2013, 665 items were checked out. Five items were sent and 16 items were received through interlibrary loan during this period.

D. Inmate Requests

During the period covered by this report, the Library received 18 inmate requests.

Financial Report

The money in our budget comes from our statutory share of filing fees, interest on our reserve account, and any additional funds we are able to generate ourselves. Our revenues came from the following sources:

A. Passive revenues

1. Filing fees. In 2013, we received \$64,786 from District Court filing fees, and \$112,159 from Superior Court. This was an increase in filing fees of 18% from District Court and a decrease of 7% from Superior Court in the last year, and the fourth consecutive year in which our Superior Court filing fee revenues have fallen.

2. Investment interest. We earned \$1,105 in interest on our account during the year.

B. Self-generated revenues

1. Form kits. We sold two types of form kits during the year, which raised \$16,457 in net revenues.

2. After-hours access keycards. We continue to charge attorneys for after-hours keycards, which raised \$2,496.

3. Copier. We raised \$2,189 from our share of copier revenues.

4. Sale of outdated materials. Certain materials, which in the opinion of the Librarian are likely to sell, are listed for bid. This allows the Library to raise a nominal amount of money from items that would otherwise be discarded. During the year, we raised an additional \$797 this way.

5. Jail contract. The Board of Trustees has an interlocal agreement with the Clark County Sheriff to provide services to the county jail facility to maintain their law library. In return, the Jail compensates the Library for the time of the law librarian. We received \$1,499 from the Jail during the year.

Total self-generated revenues: Our total self-generated revenues were \$23,438 for the year and 11% of our total revenue.

Figure 3: Law Library Income by Category 2009 - 2013

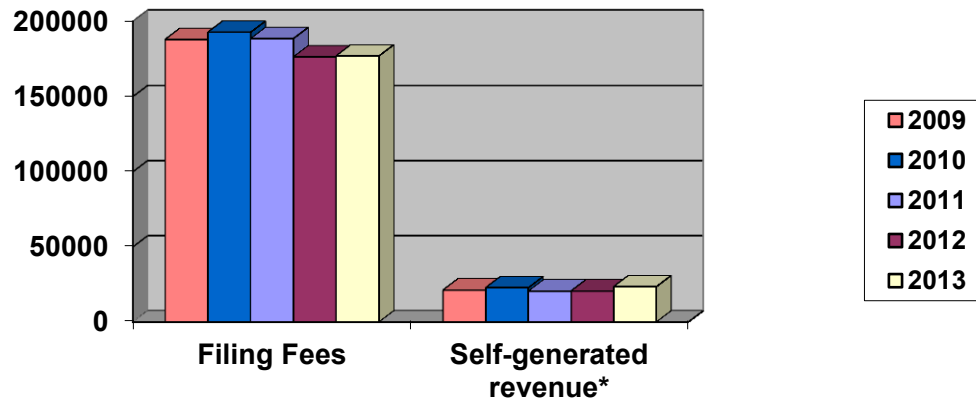


Figure 4: Income and Expenses for 2009 - 2013

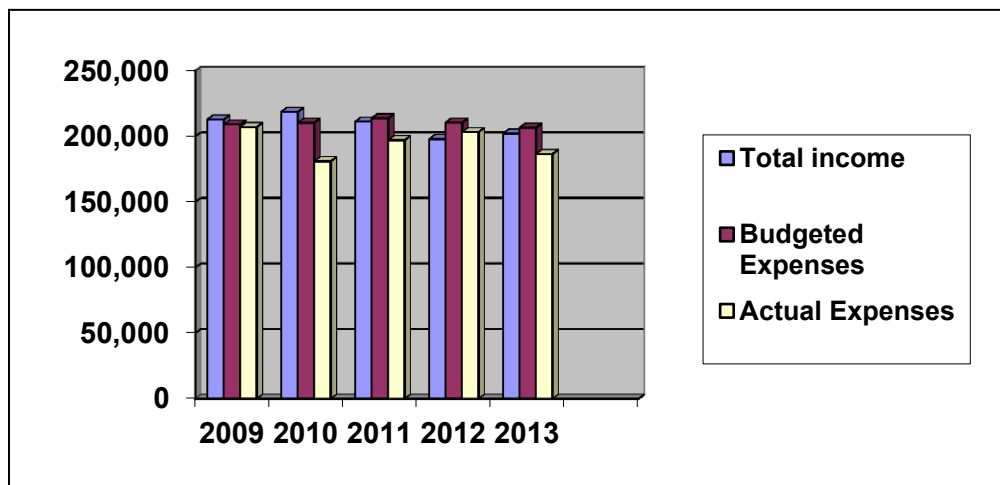


Figure 4 shows our total income compared with both budgeted and actual expenses for the last 5 years.

Figure 5: Expense breakdown

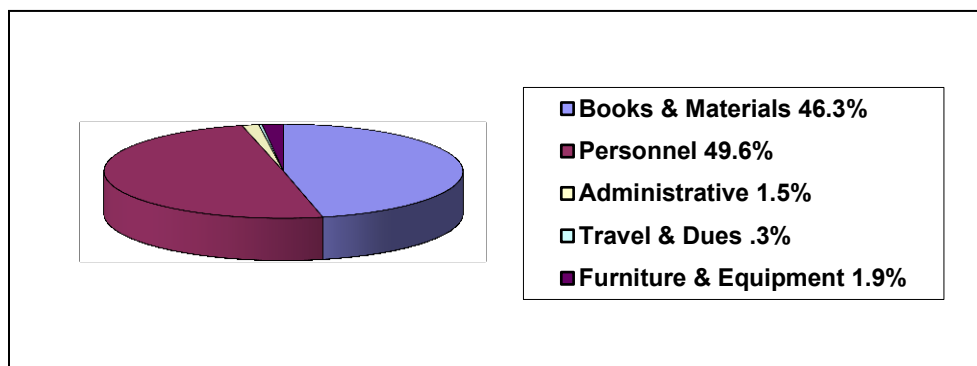


Figure 5 shows a chart of expenses by category.

And finally, Figure 6 lists expenditures and revenues by category and provides totals for each category. The law library ended the year under budget on both expenses and revenues.

Figure 6: January – December 2013 Expense and Revenue Numbers

<u>Income</u>	<u>Budget</u>	<u>Actual</u>	<u>Percent of budget</u>
District Court filing fees	57,700.00	64,786.00	112%
Superior Court filing fees	125,500.00	112,159.00	89%
Interest	1,200.00	1,105.00	92%
Copier	2,000.00	2,189.00	109%
After-hours access keycards	2,500.00	2,496.00	100%
Form packets (gross)	17,500.00	17,985.00	103%
Jail Law Library services	0.00	1,499.00	%
Reserve account	270.00	0.00	%
Income Subtotal	206,670.00	202,219.00	98%
<u>Expenses</u>			
Salaries	72,500.00	64,400.00	89%
Employee benefits	28,500.00	28,346.00	99%
Books, materials, and databases	99,000.00	86,427.00	87%
Office supplies and printing	2,500.00	2,603.00	104%
Temporary employment	120.00	356.00	297%
Telephone	250.00	259.00	104%
Long distance travel	1,000.00	177.00	18%
Equipment maintenance/repair	500.00	230.00	46%
Computer maintenance	300.00	0.00	0%
Dues and conferences	500.00	400.00	80%
Furniture	500.00	3,443.00	689%
Expenses Subtotal	206,670.00	186,641.00	90%

Summary

The Law Library continued its service to the public by helping with over 10,000 questions asked by citizens. The reassessment and rearrangement of the collection has made it easier for people to see what materials are available and easier to reach those they are interested in. We will continue our conservative financial management to enable the library to continue its mission.

Submitted on behalf of the Board of Trustees by:

_____/s/_____
Meridee Pabst, Co-Chair

____6/16/14_____
Date

_____/s/_____
Rachel Brooks, Co-Chair

____6/16/14_____
Date